

**Business Employment Skills Team, Inc.  
Board of Directors' Meeting Minutes  
August 22, 2016**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:30 p.m. by Co-Chair Kathy Enbom.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano	X		Jay McCracken	X	
James Duffy	X		Chuck Phillips		X
Kathy Enbom	X		Kevin Reibel	X	
Randy Freeman	X		Wayne Reising	X	
Kim Gouker	X		Jennifer Robbins	X	
Rick Ketchum		X	Ron Smith		X
Lisa Lynch		X			

**PROXY:** Rick Ketchum to John Fritts (Lee County Treasurer), Chuck Phillips to Kathy Enbom, Ron Smith to Kevin Reibel

**OTHERS PRESENT:** Pam Furlan, Kathy Day, Jo Ann Johnson, Carrie Folken

Approval of the Meetings Minutes

Wayne Reising motioned to approve the June 6, 2016 Meeting Minutes. Motion was seconded by Kim Gouker and carried.

Public Comments

Kathy introduced Annette Pace and Jessica Green to members.

Jay introduced Carl Carlson, Putnam County Schools Superintendent to members. Jay stated that Carl will be replacing him on the BEST, Inc. Board of Directors.

Executive Director's Reports

Referring to her typed report that was included with the meeting materials, Pam told members that under the PY 15/16 Incumbent Worker Training section, the training for Astec Mobile Screens (Sterling) will end in September and October.

Pam thanked the Chief Elected Officials for having her and/or Dianna to the respective County Board meetings to share a success story. She also thank Chief Elected Officials for endorsing Workforce Development Week, August 28 – September 3. Pam informed members that in conjunction with Workforce Development Week, BEST, Inc., along with Department of Rehabilitation, Department of Employment Security and Adult Education will host an Open House on August 30 in Sterling and August 31 in Ottawa at the One Stop Centers from 9:00 a.m. – 12:00 Noon.

Pam drew member's attention to the Economic Impact Report that was included in her report. She reminded members that this information is provided each year that simply shows the impact in terms of

dollars into our communities resulting from our programs and services. Pam noted that this report does not represent a return on investment.

Pam noted that all updates provided in her Executive Director's Report remained the same.

#### Personnel Issues

Pam informed members that the building that houses the Princeton BEST, Inc. office was sold and the closing is planned for September 15.

Pam told members that Kerri Hicks, Career Advisor in the Princeton BEST, Inc. office completed her probationary period and is now considered a regular employee.

Pam informed members that an All Staff Meeting is planned for October 10 so all offices will be closed. She told members that the agenda will include staff workgroup updates, office updates, and possibly some Google training.

#### Contact List

Pam informed members that she did attend the Lee, Ogle and Whiteside County Board meetings on August 16 and the Midwest CDI Conference on August 17.

#### Final Fiscal Reports for PY 2016

Kathy presented the Final Fiscal Reports for PY 2015. She told members the direct training expenditure for Adult is 69% which exceeds the 40% that is required. The Dislocated Worker direct training expenditure is 59%, Kathy said. In regards to the Youth Work-Based Learning percentage, Kathy told members that it is 30%, which exceeds the 20% that is required. Kathy told members that BEST, Inc. did meet 80% of their obligations/expenditures for PY 2015.

Jennifer Robbins motioned to approve the Fiscal Reports for PY 2015. Motion was seconded by Jay McCracken and carried.

#### Fiscal Unit Updates

Kathy informed members that an amendment to the Trade Grant was submitted for an additional \$17,193.25. This amendment will allow an additional 6 individuals who are Trade eligible for the fall semester. She said that staff will apply for a Trade Grant starting October 1.

Kathy told members that the Fiscal Monitoring was completed and there was one finding. She said that an obligation number was transposed for \$27 when reporting youth work experience expected expenditures. Kathy reported that she told DCEO that staff would be more careful in the future and they accepted the response.

Kathy informed members that staff are gathering documents for the upcoming audit. She said that the on-site audit will begin on August 29.

Kathy told members that her Activity Report was included with the meeting materials.

In regards to the fiscal office relocation, Kathy told members that staff did look at some office space and will continue their search after the audit is complete. She told members that the current lease can be broke with 90 day notification. Kathy said that she will have something to report at the next Board meeting.

Pam commented that as part of the DCEO Fiscal Monitoring, they also conducted Program Monitoring. She reported that there were no findings.

## **Human Resource Committee Report**

### Salary Range Adjustments

Jennifer Robbins informed members that the Human Resource Committee met and discussed the Salary Ranges for BEST, Inc. She told members that the Salary Ranges have not been adjusted since the merger in 2013. Jennifer stated that the Human Resource Committee asked Kathy D to adjust the Salary Ranges based on the cost of living adjustments since the merger. The Human Resource Committee, Jennifer said, is recommending that the Salary Ranges continue to be adjusted each year based on the cost of living adjustment. Jennifer noted that the cost of living increase affects the salary cap and no adjustment is needed for the entry level salary. Kevin Reibel motioned to adjust the salary cap as a catch up provision and to automatically adjust the salary cap on an annual basis. Motion was seconded by Robert Albrecht and carried.

### Yearly Salary Adjustments

Jennifer informed members that the Human Resource Committee members had a lot of discussion about yearly salary adjustments. She said that over the last few years, the BEST Board approved salary increased based on performance evaluations without regard of the salary of the individual. Jennifer told members that a few of the staff are above the salary cap. She told members that the Human Resource Committee asked for a specific breakdown identifying the staff and how much they are above the cap. Jennifer told members that a discussion was held regarding the staff members who may be above the salary cap. She continued discussion saying that advancement opportunities may not be available and therefore the top performers cap out at their salary. The question, Jennifer said, is do the individuals who have capped out at their salary range get a raise. She said that at the Human Resource Committee meeting, it was asked about individuals working from home as an incentive in lieu of an increase. Jennifer stated that the BEST, Inc. staff work with individuals and need to be available, so working from home is not an option. Steve commented that when tax dollars are being used to pay for salaries they need to be seen at the office. Members agreed.

Kathy E told members that based on performance reviews, it is being recommended to provide salary adjustments at a 2%, 2.5% or 3% depending on the scores of their evaluations. She said all but one individual would not receive a 3% increase. Kathy E stated that this recommendation is for those individuals who are not above the salary cap. Jennifer Robbins motioned to approve the merit increase as presented. Motion was seconded by Steve Malavolti. Members then discussed the performance evaluation instrument as well as the availability of the funds. Jay commented that the employee evaluation process is becoming more difficult. Kathy D reported that if all staff were to receive a 3% increase the total cost would be \$27,000. Jay stated that the Human Resource Committee did a lot of work on this issue and suggested supporting their recommendation. Motion carried.

## Bonus Policy

Next, Kathy E presented a Bonus Policy for consideration. She said that this was developed for those individuals who are above the salary cap as an option in lieu of a merit increase. Kathy D informed members that she talked with Chuck Dooley (IL Department of Commerce) and was told that it is allowable to give employees a bonus in lieu of a merit increase. She said that if the Board chooses to not raise the cap then a bonus policy could be implemented to compensate those employees with a bonus. Kathy said that according to IL Department of Commerce and the Department of Labor, a bonus policy has to be a written policy and consistent. Referring to the draft policy, Kathy said that the draft policy includes a bonus of 2%, 2.5% and 3% consistent with the merit increases of those individuals below the salary cap. Kathy E commented that this bonus policy is an option to those individuals above the salary cap and will not compound their salary.

A discussion followed regarding the draft bonus policy. Pam noted that 2 individuals were below the salary cap but with a merit increase would be above the salary cap. She asked if those 2 individuals would be given the merit increase to the salary cap and then be eligible for a partial bonus to equal the percentage of their performance evaluation. She was informed that they would get up to the cap.

Members continued a lengthy discussion regarding the salary structure, performance review structure and tiers for the merit increases.

In regards to the draft bonus policy, Kathy D noted that the dollar amounts that were tied to the tiers could be revised. She stated that as long as the policy is consistent and approved by the Board it was agreeable with the IL Department of Commerce and Department of Labor.

Jim Duffy motioned to provide a merit bonus in lieu of raises for those individuals over the salary cap using the Tiered Bonus as follows: Tier 1 - \$1,000, Tier 2 - \$1,200 and Tier 3 - \$1,500. Motion was seconded by Robert Albrecht and carried.

## Increase Hours for Theresia Charley

Jennifer informed members that the Human Resource Committee is recommending to increase the hours for Theresia Charley from 3 days per week to 4 days per week. She told members that Theresia is a Business Relations Representative and works out of the Oregon office. Jay McCracken motioned to approve the recommendation to increase the hours for Theresia Charley from 3 days per week to 4 days per week. Motion was seconded by John Fritts and carried.

## Time Off Policy Revision

Jennifer told members that the Human Resource Committee reviewed the Time Off Policy and had a minor revision. She said that the current policy states that "staff who work less than 75 hours in a two-week period shall accrue PHOs on a pro-rated basis according to the number of hours paid". She said that it is being recommended to change it to "staff who work less than 75 hours in a two-week period shall accrue PHOs on a pro-rated basis according to the number of hours scheduled". Members commented that staff should accrue hours when they are actively at work. After discussion, it was recommended that the Human Resource Committee review this revision. It was motioned to Table this Action Item.

### Request for Out-of-State Travel

Pam informed members that due to the death of Joel's father, the Out-of-State Travel request was withdrawn. She told members that all but \$100.00 was recouped from his anticipated travel to a conference.

### Employee Health Insurance

Jennifer informed members that Jo Ann is completing her review of each of the counties insurance plans and asked the Chief Elected Officials to provide her with the information.

### Executive Session

Randy Freeman motioned to convene in Executive Session as per 5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Motion was seconded by Jennifer Robbins and carried. (8:16 p.m.)

It was motioned and seconded to reconvene from Executive Session (9:20 p.m.).

### **Business Meeting**

#### Approval of the August 24, 2015 Executive Session Meeting Minutes

No action was taken.

#### Executive Director's Performance Evaluations & Renewal of Contracts

Jennifer Robbins motioned to offer Pam Furlan and Kathy Day a contract for next year (September 1, 2016 – August 31, 2017). The motion included to give Pam a 2.5% merit increase and to give Kathy a 2.5% bonus (Tier 2) both being effective September 1, 2016. Additionally, Jennifer stated that when both Executive Directors are eligible for Medicare, that BEST, Inc. will reimburse them for their Medicare Supplement up to \$300.00/month. Motion was seconded and carried.

### Other Business

Jay McCracken thanked everyone and commented that he learned wonderful lessons being a part of the BEST, Inc. Board of Directors.

Kathy D asked if the increases and/or bonuses would be effective October 1. After discussion, it was agreed that the increases would be effective the first payroll in September.

Pam asked if a Memo on behalf of the Board can be sent to staff explaining the increases and new Bonus Policy. Jennifer commented that it was the Executive Director's responsibility to notify staff. Pam said that she would send the information out tomorrow.

Jo Ann addressed the Board by requesting the Human Resource Committee take a detailed look at the Salary Ranges for BEST, Inc. Reiterating Pam's earlier comment, she said that when the Salary Ranges were developed prior to the merge it simply took the current salaries of the merging agencies and determined a range. It did not take into consideration the tasks of the positions. Using her position as an example, she informed members that according to labor market information, the Administrative Assistant positions top range should be much higher.


It was noted that the next BEST, Inc. Board meeting will be October 24, 2016.

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Jay McCracken and carried. Meeting adjourned at 9:30 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in black ink, appearing to read 'JRobbins', written in a cursive style.

Jennifer Robbins  
Secretary